



Myanmar Red Cross Society

HR-VA No.- 107 – Field Logistics Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Field Logistics Officer

No. of Post	: 6 posts
Report to	: Field Operation Manager
Program/Project	: MRCS Earthquake Response & Relief Operation
Department	: Mandalay Earthquake Relief and Recovery Operation (ERRO) Team
Duty Station	: Mandalay/Sagaing/Naypyitaw
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowances+ Periodic Allowances+ Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Substituted Leave
Period	: Till at the end of 2025 and possible extension
Application Period	: 07-July-2025 to 12-July-2025, 16:30 p.m.

Brief Intro About Department or Program: Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. **The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team**, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

Purpose of the Position: To ensure the effective and timely implementation of logistics functions—procurement, transportation, warehousing, and reporting—supporting the Mandalay Earthquake Operation in accordance with MRCS and donor procedures. **The Field Logistics Officer** will work

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"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

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closely with relevant departments and stakeholders to ensure that all logistics activities are carried out efficiently and in alignment with operational needs.

Duties and Responsibilities:

Procurement

1. Carry out logistics and procurement activities in accordance with MRCS and potential donor procurement guidelines under the Mandalay Earthquake Operation.
2. Maintain an updated local supplier database for frequently purchased items, monitor local market trends, and ensure all procured goods meet required quality standards and, where applicable, include proper certification.
3. Prepare and regularly update the procurement plan in coordination with the project and technical teams.
4. Collect quotations, prepare comparative bid analyses, and submit purchasing recommendations. Upon approval, procure goods and services following standard procedures.
5. Liaise with suppliers and service providers to ensure timely and quality delivery of goods and services in coordination with MRCS procurement and logistics teams.
6. Coordinate with internal stakeholders to ensure the timely delivery of supplies to distribution locations and communicate any delays or changes promptly.

Transportation

7. Prepare and share weekly stock position and transportation status reports including logistics movement reports with relevant departments at headquarters and project sites.
8. Organize safe and efficient transportation of procured items to the affected people and areas, ensuring compliance with MRCS warehousing procedures before final distribution to affected people.
9. Plan and coordinate transport requirements, including MRCS-owned trucks and third-party trucking service providers and support the Senior Logistics Officer in the efficient use and scheduling of transportation resources.

Warehousing

10. Ensure proper storage, stock rotation, and structural maintenance of the warehouse(s) to safeguard the condition of all items.
11. Maintain accurate and inventory registers.

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12. Update warehousing reports daily, ensuring timely data entry of all receipts and dispatches in line with MRCS standards.
13. Provide operational and technical support to the Senior Logistics Officer for the effective implementation of logistics activities.
14. Adhere to MRCS rules, regulations, and code of conduct at all times.
15. Support the Senior Logistics Officer in coordinating with the Logistics Manager for technical input and guidance at HQ.
16. Ensure all logistics-related requests from program teams are routed through the Senior Logistics Officer at HQ to maintain clear communication and accountability.

General

17. Prepare and submit accurate and timely logistics progress reports to the Senior Logistics Officer as required.
18. Provide logistics-related technical support to field project staff as necessary.
19. Willingness to travel to project areas, including remote and earthquake-affected communities.
20. Perform any other duties assigned by the Field Operations Manager and Technical Line Manager relevant to the success of the operation.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Diploma in Logistics and Supply Chain
- Minimum 2 years' experience in a logistics and supply chain.
- Abide by and work in accordance with the Red Cross and Red Crescent principles
- Proven computer skills (MS Word, Excel, Page Maker, PowerPoint)
- Strong Interpersonal communication skill
- Willingness to perform assigned tasks and duties
- Solution oriented
- Effective communicator with good time management.
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- Understanding of Commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- **Red Cross Volunteers and females are encouraged to apply**

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****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri Tsh,

Nay Pyi Taw

Email: mrcshrrecruitment@redcross.org.mm

Yangon Office:

Red Cross Building

No.42, Strand Road, Botahtaung Township,

Yangon

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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